STARS MANUAL

ENTERING AND REVIEWING TRANSACTIONS

INTRODUCTION

Entering or reviewing transactions is done in the **Data Entry** menu of STARS. The **STARS Financial Transaction Data Entry Menu** presents multiple viewing and transaction data entry options.

To go to this menu, log on to STARS, type **D** in the **FUNCTION** field and press ENTER.

```
VERSION 3.1                    STARS--MAIN MENU                      S010


 FUNCTION: D

                   D      DATA ENTRY
                   F      FIXED ASSET ACCOUNTING
                   I      ONLINE FILE INQUIRY
                   R      REPORTING
                   S      SYSTEM MANAGEMENT
                   T      TABLE MAINTENANCE
                   W      WARRANTS
                   Z      SIGN OFF
```

Type the corresponding number of the submenu you wish to work in and press ENTER. For example, to enter a batch you would want to open the **Enter Accounting Transaction Batch** menu. To do so, type **50** in the FUNCTION field and press ENTER.

```
VERSION 3.1          STARS--FINANCIAL TRANSACTION DATA ENTRY MENU       S013


 FUNCTION:

                   50   ENTER ACCOUNTING TRANSACTION BATCH
                   51   CHANGE BATCH OR VIEW DETAIL TRANS
                   52   VIEW BATCH SUMMARY
                   53   VIEW OR SELECT BATCH HEADERS
                   54   ENTER ERROR CORRECTIONS
                   55   RECURRING TRANSACTIONS
                   99   SIGN OFF
```
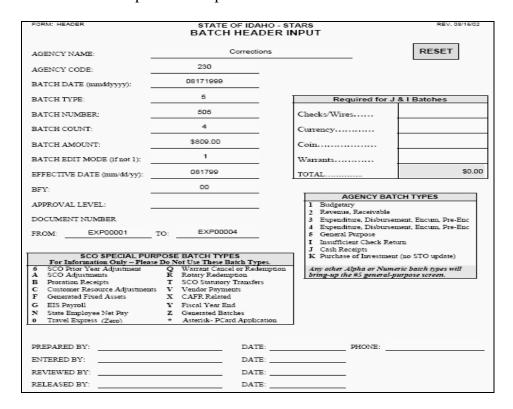
- For data entry personnel, the **Enter Accounting Transaction Batch** screen is the first step into STARS. Here you will create a detailed batch header followed by an accounting transaction batch. (See the Function 50 section later in this chapter for directions.)

- Once you create a batch, use Function **53**, **View or Select Batch Headers**, to view it or make necessary changes. For review and release personnel, Function **53** is the first step in STARS where you can view the entered batches.

- We do not recommend using Function **51** or **52** at this point.

- Use Function **54**, **Enter Error Corrections**, to generate mass changes or batch header changes within error status batches.

FUNCTION 50 - ENTERING DATA USING THE BATCH HEADER FORM AND THE BATCH HEADER ENTRY SCREEN

Enter the batch data on the **Batch Header Entry** screen and on subsequent **transaction entry** screens that are determined by the batch type specified on the **Batch Header Entry** screen.

Enter data into the **Batch Header Entry** screen from a batch header form. Click here to download a batch header form.

Below is an example of a completed batch header form:

1. Open the **STARS Financial Transaction Data Entry Menu** as described above.

2. Type **50** in the **FUNCTION** field on the, and press ENTER to display the **Batch Header Entry** screen.

> **NOTE:**   In the example below, the data filed "batch type" is linked to the section of this document that explains the various batch types. You would not actually see this displayed on screen as such.

```
VERSION 3.1              STARS--BATCH HEADER ENTRY                      S500


           AGENCY: 230
       BATCH DATE: 08171999
       BATCH TYPE: 5
     BATCH NUMBER: 505

      BATCH COUNT: 4
     BATCH AMOUNT: 809.00

  BATCH EDIT MODE: 1                            (0=NO EDIT/POST, 1=EDIT,
                                                  2=EDIT/POST)
   EFFECTIVE DATE: 081799                       (MMDDYY, DEFAULTS TO
                                                  TODAYS DATE)
              BFY: 00                           (BUDGET FY DEFAULTS
                                                  TO CURRENT FY)

   APPROVAL LEVEL: 0                            (0-9, DEFAULT TO 0)

 ENTER REQUIRED FIELDS AND PRESS ENTER TO PROCEED TO DATA ENTRY
                                                  INTERRUPT:
```

STARS automatically enters specific fields on the batch header, while you must enter other fields manually. In the example above, the fields entered manually are **bold** text, and the STARS generated fields are in normal text.

The following table explains each batch header field:

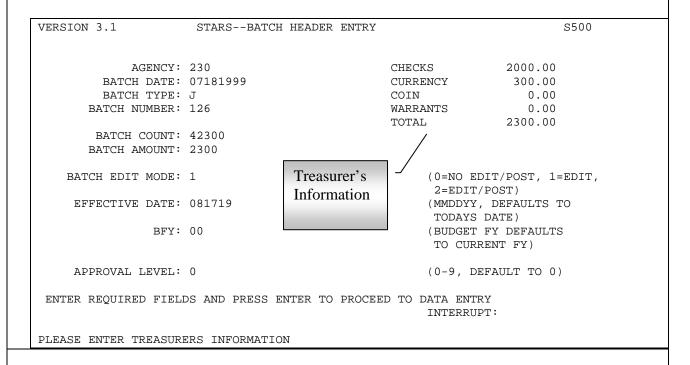| DATA ELEMENT	INSTRUCTIONS
AGENCY NAME	Do not enter the AGENCY NAME into the STARS data entry screen.
TRANSACTION ID	This combination of four fields is unique for each batch – Agency, Batch Date, Batch Type, and Batch Number. Once it is entered, even if you later delete the batch, you cannot use this combination again, including interfaced batches. STARS uses this transaction ID on reports.

DATA ELEMENT	INSTRUCTIONS
AGENCY	STARS automatically fills in the AGENCY field with your agency three-digit code. However, if a control agency enters a batch, an agency code must be data entered.
BATCH DATE	STARS requires you to enter an eight-digit BATCH DATE, which includes a four-digit year, into the batch date field (EXAMPLE: 08171999). STARS automatically displays the current date, but you can override it if coded differently on the HEADER form. STARS transaction registers usually show this batch date.
BATCH TYPE	Enter a one-character BATCH TYPE (EXAMPLE: 5 = General Purpose or J = Cash Receipts, etc.). These different Batch Types appear on the Batch Header Input Form (HEADER). STARS will automatically advance your cursor to the next field once you enter a batch type. Note: STARS has different transaction entry screens for different batch types. See the BATCH TYPES section for more information.
BATCH NUMBER	Enter up to a three-digit BATCH NUMBER (EXAMPLE: 505). Your cursor will automatically advance to the next field if you enter a three-digit numeric batch number. If you only enter a one-digit or a two-digit number into the batch number field, STARS will right justify and zero fill. Use the TAB key to advance to the next field.
OTHER HEADER FIELDS	
BATCH COUNT	Enter up to a five-digit batch count omitting any commas (EXAMPLE: 4). This should be the number of transactions you are planning to enter into the batch. STARS automatically computes the number of transactions you have entered during data entry and compares them to this entered count. After entering your batch count, press TAB to move to the next field. Note: For ease of reviewing, we recommend your batch counts stay under 50 transactions.

DATA ELEMENT	INSTRUCTIONS
BATCH AMOUNT	Enter up to an eighteen-digit batch amount using only a decimal point (EX: 1809.00). Do not use commas, dollar signs and negatives from your entries. This amount is an absolute value and should be the total dollar amount of the transactions you are planning to enter into the batch. Add all transaction amounts even if they are reversals to get this total. STARS automatically computes your individual transaction amounts during data entry and compares them to this entered amount. After you enter your batch amount, press TAB to move to the next field.
BATCH EDIT MODE	Enter a one-digit BATCH edit mode. Use edit mode 0 to enter data without edits to the tables during data entry. Use edit mode 1 for normal batch entries. Use edit mode 2 for on-line real-time. Edit mode 3 is a batch that is in error. STARS automatically displays edit mode 1 in the Batch Header Entry Screen. The State Controller's Office is the only authorized user to enter batches in edit mode 2. Enter a different mode only if it is different on the HEADER form.
EFFECTIVE DATE	Enter a six-digit EFFECTIVE DATE (EXAMPLE: 081799) in the effective date field using a two-digit year. STARS automatically displays the current date. You can override this date if coded differently on the HEADER form.
BFY	STARS automatically displays the current two-digit budget fiscal year (EXAMPLE: 00). You can override this BFY if coded differently on the HEADER form.
APPROVAL LEVEL	STARS will update this approval level depending on the transactions entered in the batch. You would not normally need to enter information into this area unless it is on the HEADER.
DOCUMENT NUMBER FROM: TO:	Do not enter this field into the STARS data entry screen.

After entering the batch header, press ENTER. If fields are missing or incorrect you will see error messages on the bottom of your screen. Once cleared, STARS saves your batch header and displays a transaction data entry screen.

DATA ELEMENT	INSTRUCTIONS

If you enter a **J** or an **I** batch type, you will have one more step to your process. When you press ENTER, a list will appear to the right of your screen. Also, a message "Please Enter Treasurers Information," shows at the bottom of your screen.

```
VERSION 3.1            STARS--BATCH HEADER ENTRY                        S500


          AGENCY: 230                    CHECKS          2000.00
      BATCH DATE: 07181999               CURRENCY         300.00
      BATCH TYPE: J                      COIN               0.00
    BATCH NUMBER: 126                    WARRANTS           0.00
                                         TOTAL           2300.00
     BATCH COUNT: 42300
    BATCH AMOUNT: 2300

  BATCH EDIT MODE: 1        Treasurer's       (0=NO EDIT/POST, 1=EDIT,
                            Information         2=EDIT/POST)
   EFFECTIVE DATE: 081719                      (MMDDYY, DEFAULTS TO
                                                TODAYS DATE)
             BFY: 00                           (BUDGET FY DEFAULTS
                                                TO CURRENT FY)

   APPROVAL LEVEL: 0                            (0-9, DEFAULT TO 0)

 ENTER REQUIRED FIELDS AND PRESS ENTER TO PROCEED TO DATA ENTRY
                                          INTERRUPT:

 PLEASE ENTER TREASURERS INFORMATION
```

You must enter a numeric amount in every field, with the exception of the **TOTAL** field. Enter the amounts from your HEADER form. Put a zero (0) in the fields with blank amounts and press ENTER. The total field will automatically calculate and fill.

CHECKS	Enter the total amount of CHECKS from the HEADER form. If there is no Checks amount, put zero (0) in the field. TAB to the next field.
CURRENCY	Enter the total amount of CURRENCY from the HEADER form. If there is no Currency amount, put zero (0) in the field. TAB to the next field.
COIN	Enter the total amount of COIN from the HEADER form. If there is no Coin amount, put zero (0) in the field. TAB to the next field.
WARRANTS	Enter the total amount of WARRANTS from the HEADER form. If there is no Warrants amount, put zero (0) in the field. TAB to the next field.
TOTAL	DO NOT ENTER AN AMOUNT IN THE TOTAL FIELD. The total field will automatically calculate and fill when you press the ENTER key.

BATCH TYPES

Specify the batch type in the **Batch Header Entry** screen. This will determine the type of transaction screen that follows after the **Batch Header Entry** screen. The following are the batch types used by most agencies.

1 = Budgetary
2 = Revenue, Receivable
3 = Expenditure, Disbursement, Encumbrance, Pre-Encumbrance
4 = Expenditure, Disbursement, Encumbrance, Pre-Encumbrance
5 = General Purpose
I = Insufficient Check Return
J = Cash Receipts
K = Purchase of Investment

If you use any other alpha or numeric batch type, it will default to the general purpose screen, which is batch type 5. You could use a batch type 5 for any of the above except the **I**, **J**, or **K** batch types.

Some agencies use the batch type 5 for all transactions (except **I**, **J**, or **K** batches, etc.) so that data entry people do not have to get used to different screens. However, there are more data fields to tab through which may be cumbersome for some agencies.

Be sure the batch type you use has all of the data elements needed for the transaction. For example, batch type 1 and 2 do not have a DISB-METH, so you could not request a warrant be returned to your office. If you are in doubt, use a batch type 5 (unless you are taking information to the State Treasurer's Office).

In addition, the State Controller's Office has special purpose batch types they use to create control reports for balancing purposes.

SCO SPECIAL PURPOSE BATCH TYPES - Do Not Use These Batch Types	
6 = SCO Prior Year Adjustment	Q = Warrant Cancellation or Redemption
A = SCO Adjustments	R = Rotary Redemption
B = Proration Receipts	T = Statutory Transfers
C = Customer Resource Adjustments	V = EIS Vendor Payments
F = Fixed Assets	X = CAFR Related
G = EIS Payroll	Y = Fiscal Year End
N = State Employee Net Pay	Z = Generated Batches
0 (Zero) = Travel Express	* Asterisk = P-Card Application

All of the batch types are on the HEADER form for your reference.

Below are descriptions of the various batch screens in STARS. Included in the descriptions are those data fields that are on the generic general purpose screen (batch type 5) that do not show on the other batch type screens.

BATCH TYPE 1- BUDGETARY TRANSACTION ENTRY VS BATCH TYPE 5

A batch type 1 screen is used for most budgetary transaction codes, since they do not require much data. The following shows the difference between a batch type 1 (budgetary) and a batch type 5 (general purpose). Notice that the batch type 5 screen has more data fields.

Batch Type 1 - Budgetary Transaction Entry

```
VERSION 3.1              STARS--BUDGETARY TRANSACTION ENTRY            S503
BATCH: AGY  230 DATE 11101999 TYPE 1 NO 040 MODE MASTER EDIT ON SEQ-NO 00001


CUR-DOC/SFX:                    TRANS-CODE:         RVS:        BFY: 00

INDEX      :
PCA        :
EXP-SUB-OBJ/DET:
REV-SUB-OBJ/DET:

AMOUNT   : 0000000000.00                      BUDGET UNIT:
DOC TOTAL: 0000000000.00

DESCRIPTION:

GRANT/PH:              PROJ/PH:              FUND/DET:          F/O:

DOC-DATE:           EFF-DATE: 111099

                                              INTERRUPT:
```

The data fields shown in **bold** below are not on the batch type 1 screen:

Batch Type 5 - General Purpose Transaction Entry

```
VERSION 3.1          STARS--GENERAL PURPOSE TRANSACTION ENTRY          S501
BATCH: AGY 230 DATE 11101999 TYPE 5 NO 040 MODE MASTER EDIT ONLY SEQ-NO 00001


CUR-DOC/SFX:            TRANS-CODE:          RVS:     DISB-METH:
REF-DOC/SFX:            MOD:                 BFY: 00  GAAP IND:
INDEX      :                         SEC AGENCY:
PCA        :                         SUBSID:         PCN:
EXP-SUB-OBJ/DET:
REV-SUBOBJ/DET:
AMOUNT   : 0000000000.00  WARR-NO:            BU:      GLA:
DOC TOTAL: 0000000000.00      PROP#:        CMP#:        CI:
INV-NO :                INV-DESC :
VEND-NO:                 NAME :
                         NAME 2:
                         ADDR :
                         CITY :        STATE:      ZIP:
GRANT/PH:              PROJ/PH:        FUND/DET:          F/O:
   MPC:              LOC:          FAC:            TSK:
DOC-DATE:       EFF-DATE: 111099 DUE-DATE:        INTERRUPT:
```

BATCH TYPE 2 - REVENUE/RECEIPTS TRANSACTION ENTRY VS BATCH TYPE 5

A batch type 2 screen is for use with most revenue and receipt transactions. This screen moves the revenue subobject field before the expenditure subobject field. In the examples below, notice that the batch type 5 screen has more data fields than batch type 2.

Batch Type 2 - Revenue/Receipts Transaction Entry

```
VERSION 3.1          STARS--REVENUE/RECEIPTS TRANSACTION ENTRY          S504
BATCH: AGY  230 DATE 11101999 TYPE 2 NO 040 MODE MASTER EDIT ON SEQ-NO 00001


CUR-DOC/SFX:             TRANS-CODE:              RVS:
REF-DOC/SFX:                  MOD:            BFY: 00   GAAP IND:

INDEX    :                            SEC AGENCY:
PCA      :                            SUBSID:          PCN:
REV-SUB-OBJ/DET:
EXP-SUB-OBJ/DET:

AMOUNT   : 0000000000.00               BUDGET UNIT:
DOC TOTAL: 0000000000.00                  PROP#:          CMP#:
INV-NO   :                 INV-DESC:
VENDOR-NO:                 NAME:
GRANT/PH:           PROJ/PH:          FUND/DET:          F/O:
                    LOC:              FAC:            TASK:
                    DOC-DATE:         EFF-DATE: 111099 DUE-DATE:
                                                  INTERRUPT:
```

The data fields shown in **bold** below are not on the batch type 2 screen:

Batch Type 5 - General Purpose Transaction Entry

```
VERSION 3.1          STARS--GENERAL PURPOSE TRANSACTION ENTRY          S501
BATCH: AGY 230 DATE 11101999 TYPE 5 NO 040 MODE MASTER EDIT ONLY SEQ-NO 00001


CUR-DOC/SFX:             TRANS-CODE:              RVS:    DISB-METH:
REF-DOC/SFX:                  MOD:            BFY: 00   GAAP IND:
INDEX    :                            SEC AGENCY:
PCA      :                            SUBSID:          PCN:
EXP-SUB-OBJ/DET:
REV-SUBOBJ/DET:
AMOUNT   :              WARR-NO:              BU:       GLA:
DOC TOTAL: 0000000000.00       PROP#:          CMP#:      CI:
INV-NO :              INV-DESC :
VEND-NO:              NAME  :
                      NAME 2:
                      ADDR :
                      CITY :              STATE:      ZIP:
GRANT/PH:           PROJ/PH:          FUND/DET:          F/O:
   MPC:              LOC:              FAC:          TSK:
DOC-DATE:     EFF-DATE: 111099 DUE-DATE:          INTERRUPT:
```

BATCH TYPE 3 AND 4 - PRE-ENC/ENC/EXPEND TRANSACTION ENTRY VS BATCH TYPE 5

Batch types 3 and 4 recall the same screen and are for use with most expenditure, encumbrance, and pre-encumbrance transactions. This screen moves the expenditure subobject field before the revenue subobject field. In the examples below, notice that the batch type 5 has more data fields than batch type 3 or 4.

Batch Type 3 and 4 -Pre-Enc/Enc/Expend Transaction Entry

```
VERSION 3.1          STARS--PRE-ENC/ENC/EXPEND TRANSACTION ENTRY          S505
BATCH: AGY 280 DATE 11101999 TYPE 4 NO 040 MODE MASTER EDIT ON   SEQ-NO 00001

CUR-DOC/SFX:              TRANS-CODE:              RVS:      DISB-METH:
REF-DOC/SFX:                   MOD:              BFY: 00    GAAP IND:
INDEX    :                          SEC AGENCY:
PCA      :                          SUBSID:        PCN:
EXP-SUB-OBJ/DET:
REV-SUB-OBJ/DET:
AMOUNT   : 0000000000.00      WARR-NO:              BU:
DOC TOTAL: 0000000000.00       PROP#:          CMP#:        CI:
INV-NO :            INV-DESC :
VEND-NO:               NAME  :
                      NAME 2:
                      ADDR  :
                      CITY  :              STATE:    ZIP:
GRANT/PH:          PROJ/PH:          FUND/DET:        F/O:
    MPC:
DOC-DATE:      EFF-DATE: 111099 DUE-DATE:        INTERRUPT:
```

The data fields shown in **bold** below are not on the batch type 3 or 4 screen:

Batch Type 5 - General Purpose Transaction Entry

```
VERSION 3.1          STARS--GENERAL PURPOSE TRANSACTION ENTRY          S501
BATCH: AGY 230 DATE 11101999 TYPE 5 NO 040 MODE MASTER EDIT ONLY SEQ-NO 00001

CUR-DOC/SFX:              TRANS-CODE:              RVS:      DISB-METH:
REF-DOC/SFX:                   MOD:              BFY: 00   GAAP IND:
INDEX    :                          SEC AGENCY:
PCA      :                          SUBSID:        PCN:
EXP-SUB-OBJ/DET:
REV-SUBOBJ/DET:
AMOUNT   : 0000000000.00      WARR-NO:              BU:    GLA:
DOC TOTAL: 0000000000.00       PROP#:          CMP#:        CI:
INV-NO :            INV-DESC :
VEND-NO:               NAME  :
                      NAME 2:
                      ADDR  :
                      CITY  :              STATE:      ZIP:
GRANT/PH:          PROJ/PH:          FUND/DET:          F/O:
    MPC:           LOC:             FAC:          TSK:
DOC-DATE:      EFF-DATE: 111099 DUE-DATE:        INTERRUPT:
```
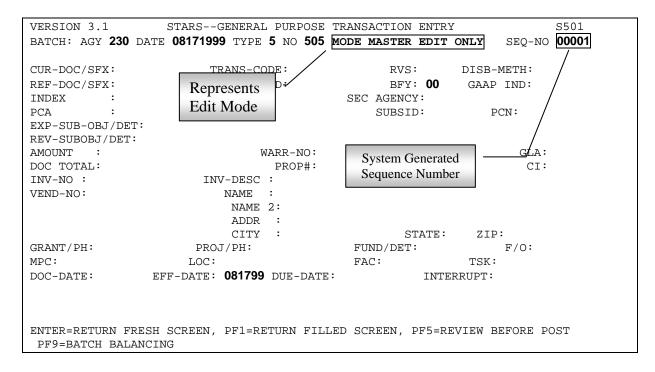
ENTERING ACCOUNTING TRANSACTIONS INTO A BATCH

Once you create a batch header, STARS displays a transaction data entry screen as shown in the example below. See the Batch Types section earlier in this chapter for a comparison of the screens. Most entries for budget, receipts, expenditures, disbursements, and general-purpose transactions are done in these screens.

Notice how STARS puts the detailed batch header information into the second line of the data entry screen as shown in the example below. This heading allows you to view the entered **agency code**, the **batch date**, the **batch type**, and **batch mode.** These cannot be changed.

STARS also extracts the **BFY** from the batch header and the **transaction effective date**, which you can change in your data entry screen. Additionally, a **sequence number** (SEQ-NO) is assigned for each transaction.

```
VERSION 3.1           STARS--GENERAL PURPOSE  TRANSACTION ENTRY           S501
BATCH: AGY 230 DATE 08171999 TYPE 5 NO 505 MODE MASTER EDIT ONLY   SEQ-NO 00001

CUR-DOC/SFX:            TRANS-CODE:            RVS:      DISB-METH:
REF-DOC/SFX:                    D:             BFY: 00   GAAP IND:
INDEX     :       Represents          SEC AGENCY:
PCA       :       Edit Mode            SUBSID:          PCN:
EXP-SUB-OBJ/DET:
REV-SUBOBJ/DET:
AMOUNT    :               WARR-NO:                                    GLA:
DOC TOTAL:                  PROP#:    System Generated                CI:
INV-NO :          INV-DESC :          Sequence Number
VEND-NO:            NAME   :
                   NAME 2:
                   ADDR   :
                   CITY   :              STATE:    ZIP:
GRANT/PH:          PROJ/PH:         FUND/DET:       F/O:
MPC:               LOC:             FAC:            TSK:
DOC-DATE:      EFF-DATE: 081799 DUE-DATE:           INTERRUPT:



ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST
 PF9=BATCH BALANCING
```

BATCH DATA ENTRY INPUT FORMS

Batch data entry transactions will originate from the batch detail forms used by your agency, whether they are standard STARS forms, agency designed stamps, or computer generated forms. Below is an example of a standard STARS Expenditure Disbursement Input form (click here to download the PDF form) and the actual data you will enter into the transaction entry screen to create a batch.

Below is an example of how the **General Purpose Transaction Entry** screen will look after entering the first transaction from the expenditure disbursement form. (Note the FUNCTION key legend at the bottom of the screen.)

```
VERSION 3.1        STARS--GENERAL PURPOSE TRANSACTION ENTRY            S501
BATCH: AGY 230 DATE 08171999 TYPE 5 NO 505 MODE MASTER EDIT ONLY  SEQ-NO 00001
CUR-DOC/SFX: EXP00001 01 TRANS-CODE: 230         RVS:     DISB-METH:
REF-DOC/SFX:                  MOD:            BFY: 00   GAAP IND:
INDEX    :                            SEC AGENCY:
PCA        : 01331                       SUBSID:        PCN:
EXP-SUB-OBJ/DET: 5410
REV-SUBOBJ/DET:
AMOUNT   : 300.00         WARR-NO:              BU:        GLA:
DOC TOTAL:               PROP#:         CMP#:         CI:
INV-NO : 23456        INV-DESC : OFFICE SUPPLIES
VEND-NO: 820183581 00      NAME :
                          NAME 2:
                          ADDR  :
                          CITY  :             STATE:    ZIP:
GRANT/PH:          PROJ/PH:          FUND/DET:            F/O:
   MPC:          LOC:             FAC:           TSK:
DOC-DATE:     EFF-DATE: 081799 DUE-DATE:         INTERRUPT:


ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST
 PF9=BATCH BALANCING
```

F5 - REVIEWING TRANSACTION LOOKUPS BEFORE UPDATING

Below is an example of an expenditure transaction screen, using the function key F5 to review the lookups on your transaction. This would be done after you enter the data elements, but have not saved them.

This function does not save the transaction. It is only to review the data before updating. See the ENTER - SAVE TRANSACTION AND RETURN FRESH SCREEN and the F1 - SAVE TRANSACTION AND RETURN FILLED screen sections for more information.

Notice how STARS automatically completes specific title fields (shown in bold in the example), such as the Index and title, PCA title and Expenditure Subobject title. STARS also looks up the name and address of the vendor based on the vendor number entered. (See 'Table Lookups' below for more lookup information.)

Again, note the FUNCTION key legend at the bottom of the screen.

```
VERSION 3.1        STARS--GENERAL PURPOSE TRANSACTION ENTRY          S501
BATCH: AGY 230 DATE 08171999 TYPE 5 NO 505 MODE MASTER EDIT ONLY SEQ-NO 00001

CUR-DOC/SFX: EXP00001 01 TRANS-CODE: 230        RVS:      DISB-METH:
REF-DOC/SFX:                    MOD:            BFY: 00   GAAP IND:
INDEX      : 1000  HEADQUARTERS              SEC AGENCY:
PCA        : 01331 ACCOUNTING                 SUBSID:       PCN:
EXP-SUB-OBJ/DET: 5410     OFFICE SUPPLIES
REV-SUBOBJ/DET:
AMOUNT   : 0000000300.00      WARR-NO:              BU: CCAA    GLA:
DOC TOTAL: 0000000000.00       PROP#:           CMP#:        CI:
INV-NO : 23456          INV-DESC :
VEND-NO: 820183581 00      NAME  : BANGS OFFICE PRODUCTS INC
                          NAME 2:
                          ADDR  : PO BOX 1447
                          CITY  : POCATELLO       STATE: ID ZIP: 83204
GRANT/PH:            PROJ/PH:           FUND/DET: 0001       F/O:
    MPC:            LOC:              FAC:          TSK:
DOC-DATE:       EFF-DATE: 081799 DUE-DATE:       INTERRUPT:


ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST
PF8=NEXT RECORD, PF9=BATCH BALANCING, PF10=CHG BATCH/VIEW DETAILS
```

TABLE LOOKUPS

Important codes such as budget unit, fund, grant, project, etc. will be displayed based on the lookups from the PCA or Index codes entered. Whatever is setup on the PCA or Index table will automatically update to the transaction without having to enter data. It also updates to structure levels such as Function, Activity, Program, Element, etc. that is used in ordering reports at different levels.

The following is an example of a PCA setup with lookups:

```
VERSION 3.1     STARS--PROGRAM COST ACCOUNT TABLE MAINTENANCE/INQUIRY    S026
ENTER FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
    AGENCY: 230 PCA: 01331        BFY: 00

  PCA TYPE: 1 TITLE: ACCOUNTING

     FUNCTION: 01      ACTIVITY: 30     PROGRAM: 330       ELEMENT: 331

    PCA-LEVEL-1:           ALLOC-PRG-LEVEL: F         BUDGET UNIT: CCAA

    PROJECT-NO:           PROJECT-PHASE:            FUND/DET:   0001

    GRANT-NO:             GRANT-PHASE:              INDEX:      1000

    FACILITY:            TASK:                     LOCATION:

 SERVICE UNIT   STANDARD:       TYPE:    TITLE:

  EFF-START-DATE:        EFF-END-DATE:             LAST-PROC-DATE: 050799
                                                   INTERRUPT:
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
```
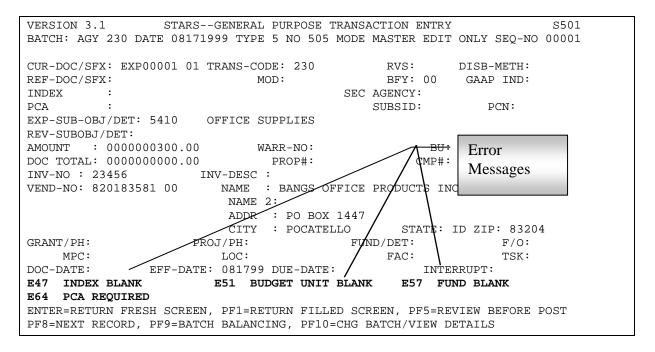
In the next example, the PCA has been left off to demonstrate what happens when a critical data element is missing when you press F5. Although the PCA is the only item left off, error messages occur for the lookup items that would have been brought in from the PCA setup.

If there are errors regarding the information needed from tables, those errors will show on the bottom of your screen. Error messages mean you need further information or corrections, as shown below (**E64 PCA REQUIRED**).

NOTE:	Only six online error messages can be displayed at one time. Correct the errors before other error messages can be displayed. Error messages display in random order and will not correspond to any order of data elements on the data entry screen.

Press F5 to reactivate error message lookups. If an error message indicates that a PCA or Index is required, enter one of them first.

Error messages are shown in the example below. In this case, the agency is PCA-driven, so you can enter just the PCA, then press F5 again. This will look up the missing fund, budget unit, and index, thereby clearing the error messages.

```
VERSION 3.1        STARS--GENERAL PURPOSE TRANSACTION ENTRY            S501
BATCH: AGY 230 DATE 08171999 TYPE 5 NO 505 MODE MASTER EDIT ONLY SEQ-NO 00001

CUR-DOC/SFX: EXP00001 01 TRANS-CODE: 230          RVS:     DISB-METH:
REF-DOC/SFX:                    MOD:              BFY: 00   GAAP IND:
INDEX    :                            SEC AGENCY:
PCA      :                            SUBSID:       PCN:
EXP-SUB-OBJ/DET: 5410    OFFICE SUPPLIES
REV-SUBOBJ/DET:
AMOUNT   : 0000000300.00        WARR-NO:          BU:
DOC TOTAL: 0000000000.00        PROP#:            CMP#:
INV-NO : 23456          INV-DESC :
VEND-NO: 820183581 00      NAME   : BANGS OFFICE PRODUCTS INC
                          NAME 2:
                          ADDR   : PO BOX 1447
                          CITY   : POCATELLO    STATE: ID ZIP: 83204
GRANT/PH:           PROJ/PH:          FUND/DET:        F/O:
    MPC:            LOC:              FAC:             TSK:
DOC-DATE:      EFF-DATE: 081799 DUE-DATE:      INTERRUPT:
E47  INDEX BLANK       E51  BUDGET UNIT BLANK    E57  FUND BLANK
E64  PCA REQUIRED
ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST
PF8=NEXT RECORD, PF9=BATCH BALANCING, PF10=CHG BATCH/VIEW DETAILS
```

Error Messages

ONLINE ERROR MESSAGES

Use the STARS online help function to find the error message code on your screen.

To use the online help, interrupt to screen **90**, type **R** for recall, then enter the error code (e.g., **E64**) in the **KEYWORD** field, and press ENTER. Read the information on the STARS News/Help Table, and then return from the interrupt by pressing F4.

```
VERSION 3.1               STARS--NEWS/HELP TABLE                     S090

 FUNCTION: R   (A=ADD, C=CHANGE, D=DELETE, N=NEXT, P=PRIOR, R=RECALL)
 KEYWORD: E64           PAGE: 001


CODE: E64       PCA REQUIRED

DATA ELEMENT:  PCA-NO

EXPLANATION:   THE TRANSACTION CODE INDICATES THE PCA NUMBER MUST BE
               ENTERED OR BE CAPABLE OF BEING LOOKED UP IN THE INDEX
               CODE (IC) OR ORGANIZATION CONTROL (OC) TABLES.




                                            INTERRUPT:    ACTIVE
 Z06 RECORD SUCCESSFULLY RECALLED
 PLEASE ENTER FUNCTION
```

During the reviewing of a transaction, another important warning message may appear at the bottom of your screen - **WX7 POSSIBLE DUP PAYMENT**. This message tells you that the vendor number and the invoice number already exist in the vendor payment file because of a prior payment entry.

You can still save your transaction; however, if you are paying an invoice for the first time, verify that the payment has not already been made. This is not a fatal error (i.e., the transaction will still post), but rather a warning message.

NOTE:	It is not unusual to receive this error message. At times, you may pay one invoice with more than one PCA or Index. In this case, the vendor number and invoice number is the same for more than one transaction, therefore prompting the WX7 warning message on your second, etc. entries.

```
VERSION 3.1          STARS--GENERAL PURPOSE TRANSACTION ENTRY            S501
BATCH: AGY 230 DATE 08251999 TYPE 5 NO 101 MODE MASTER EDIT ONLY SEQ-NO 00001


CUR-DOC/SFX: EXP00001 01 TRANS-CODE: 230        RVS:      DISB-METH:
REF-DOC/SFX:                   MOD:           BFY: 00   GAAP IND:
INDEX      :                        SEC AGENCY:
PCA        : 01331                       SUBSID:        PCN:
EXP-SUB-OBJ/DET: 5410   OFFICE SUPPLIES
REV-SUBOBJ/DET:
AMOUNT     :                 WARR-NO:            BU:        GLA:
DOC TOTAL: 0000000000.00        PROP#:          CMP#:        CI:
INV-NO : FCS 7 11-03-98 INV-DESC :
VEND-NO: 006481884 00     NAME  :
                          NAME 2:
                          ADDR  :
                          CITY  :              STATE:    ZIP:
GRANT/PH:              PROJ/PH:            FUND/DET:        F/O:
   MPC:               LOC:              FAC:          TSK:
DOC-DATE:       EFF-DATE: 082599 DUE-DATE:        INTERRUPT:
WX7  POSSIBLE DUP PAYMENT


TRANSACTION SUCCESSFULLY WRITTEN....WITH WARNING MESSAGES
ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST
PF8=NEXT RECORD, PF9=BATCH BALANCING, PF10=CHG BATCH/VIEW DETAILS
```

F1 - SAVE TRANSACTION AND RETURN FILLED SCREEN

Once all online error messages have cleared and you have reviewed the transaction thoroughly, press F1 to save. Note in the example below the message "Transaction Successfully Written".

Use the F1 key to keep selected data elements on screen, such as the current document number and suffix, transaction code, BFY, PCA, expenditure subobjects, invoice number, vendor number and effective date. This is beneficial if you have similar transactions to enter.

```
VERSION 3.1          STARS--GENERAL PURPOSE TRANSACTION ENTRY            S501
BATCH: AGY 230 DATE 08171999 TYPE 5 NO 505 MODE MASTER EDIT ONLY  SEQ-NO 00002


CUR-DOC/SFX: EXP00001 01 TRANS-CODE: 230        RVS:      DISB-METH:
REF-DOC/SFX:                   MOD:           BFY: 00   GAAP IND:
INDEX      :                        SEC AGENCY:
PCA        : 01331                       SUBSID:        PCN:
EXP-SUB-OBJ/DET: 5410   OFFICE SUPPLIES
REV-SUBOBJ/DET:
AMOUNT     :                 WARR-NO:            BU:        GLA:
DOC TOTAL: 0000000300.00        PROP#:          CMP#:        CI:
INV-NO : 12345600000000  INV-DESC : OFFICE SUPPLIES
VEND-NO: 820183581 00     NAME  :
                          NAME 2:
                          ADDR  :
                          CITY  :              STATE:    ZIP:
GRANT/PH:              PROJ/PH:            FUND/DET:        F/O:
   MPC:               LOC:              FAC:          TSK:
DOC-DATE:       EFF-DATE: 081799 DUE-DATE:        INTERRUPT:


TRANSACTION SUCCESSFULLY WRITTEN
ENTER=RETURN FRESH SCREEN, PF1=RETURN FILLED SCREEN, PF5=REVIEW BEFORE POST
```

ENTER - SAVE TRANSACTION AND RETURN FRESH SCREEN

Using the ENTER key to save a transaction provides the same message at the bottom left-hand corner of the screen. The difference is that the ENTER key clears the data fields, giving you a fresh screen to enter the next transaction, though the BFY and transaction effective date will remain. This helps if you have other transactions to enter that have different data, because it saves you from having to delete previously entered data and it prevents accidentally leaving incorrect data entered.

```
VERSION 3.1         STARS--PRE-ENC/ENC/EXPEND TRANSACTION ENTRY        S505
BATCH: AGY 230 DATE 08171999 TYPE 5 NO 505 MODE MASTER EDIT ONLY   SEQ-NO00002


CUR-DOC/SFX:                    TRANS-CODE:          RVS:      DISB-METH:
REF-DOC/SFX:               MOD:                  BFY: 00    GAAP IND:
INDEX      :                            SEC AGENCY:
PCA        :                               SUBSID:        PCN:
EXP-SUB-OBJ/DET:
REV-SUB-OBJ/DET:
AMOUNT   :                   WARR-NO:              BU:
DOC TOTAL:               PROP#:           CMP#:        CI:
INV-NO :            INV-DESC :
VEND-NO:                 NAME   :
                         NAME 2:
                         ADDR   :
                         CITY   :            STATE:     ZIP:
GRANT/PH:          PROJ/PH:          FUND/DET:        F/O:
     MPC:
DOC-DATE:        EFF-DATE: 081799 DUE-DATE:        INTERRUPT:

TRANSACTION SUCCESSFULLY WRITTEN
```

This message assures you have saved the transaction.